

Sample Telecommute Employee Assignment

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(Employer's Name) **Telecommute Assignment**

Telecommuting, or working from another location such as home or an office close to home, is an assignment that the (Employer Name) may choose to make available to some employees when a mutually beneficial situation exists.

Telecommuting is not an employee benefit, but rather a work place arrangement. Employees do not have a "right" to telecommute. The telecommute arrangement can be terminated by either the employee or the employer at any time.

Conditions for telecommuting agreed upon by the telecommuter and his/her supervisor:

1. The employee agrees to work at the following location: _____

2. The employee will telecommute _____ days per week.
3. The employee's work hours will be from _____ a.m. to _____ p.m.
4. The following are the assignments to be worked on by the employee at the remote location, with expected delivery dates: _____

5. The following equipment will be used by the employee at the remote location: _____

6. The employee agrees to call the central office to get his/her messages at least _____ times per day.
7. The employee agrees to get all supplies needed for telecommuting from the company office.
Reimbursement for out-of-pocket expenses for supplies will need prior supervisory approval.

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8. Additional conditions agreed upon by the telemanager and telecommuter are as follows:

I have reviewed the telecommuter's assignment with _____ prior to his/her participation in the teleworking program.

Supervisor Name

Signature

Date

The above material has been discussed with me.

Employee Name

Signature

Date

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